

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**DATA PROCESSING SPECIALIST - 11430**

Monthly Salary Range: \$2572 - \$3579

General duties: A Data Processing Specialist, as a member of the agency's information processing program, performs advanced information system operation control work; serves as a designated shift coordinator or lead worker to lower level Data Processing Technicians; or, performs advanced technical data processing work involving complex variables and requiring extensive knowledge of the language and processes involved.

Desirable training and experience: Requires knowledge, skill and mental development equivalent to completion of high school, plus three years of previous related experience such as is typically gained at the Data Processing Technician level; or two years of college including coursework in the data processing field, supplemented by two years of related experience; or any equivalent combination of training and experience.

Knowledges tested: Interpreting work procedures; Documenting work activity; Reasoning ability; Computer operations; Computer hardware & software, Computer Production Control, Work Assignment & Instruction.

Tests and weights: Automated multiple-choice test 100%.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

Counties in which positions are established: Cook, Sangamon, Will.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 12:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

**ILLINOIS BELL RELAY:** (voice user) 800/526-0857 (TTY user) 800/526-0844

**AN EQUAL OPPORTUNITY EMPLOYER**